



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-12-00017(Juba)

OPEN TO: All interested and qualified South Sudanese.
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Project Management Specialist-Education

OPENING DATE: Monday, June 25, 2012

CLOSING DATE: Friday, July 13, 2012 - max. 4:30 p.m.(South Sudan time)

WORK HOURS: Full time 40 hour week

GRADE: FSN 10

The United States Agency for International Development (USAID) South Sudan is seeking applications for the position of Education Project Management Specialist in the Education Office.

JOB SUMMARY

The position is located in the Education Office of USAID/South Sudan. The Project Management Specialist-Education will oversee selected projects in the Education portfolio. In this capacity, the incumbent will prepare implementation documents, coordinate activities with relevant ministries and manage USAID inputs for successful implementation. She/he will provide oversight for implementation of selected education and NGO activities in the sector, including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans. This includes tracking expenditures and obligations in grants and contracts and ensuring uninterrupted flow of funds within the program. The incumbent will participate in the planning, design, management and monitoring of the Mission's new initiatives in the field of education. Assist with measurement of achievements and track and report on indicators. Prepare statements of work and other required technical materials for any solicitation for assistance and/or acquisition for the sector and participate in source selection processes.

EDUCATION (10): Minimum of a Bachelor's degree, preferably in Education, Development Studies, Economics, Social Science, Business or public Administration, is desired.

EXPERIENCE: (30): A minimum of five years of progressively increasing experience in the education sector.

LANGUAGE (10): Level IV (fluent) in English, as well as local languages are required.

KNOWLEDGE (25):

- A solid knowledge of basic development principles, program and project development, management, and analytical skills to assess activity feasibility required. Relevance of prior experience to that in the position description, procedures and directives related to strategic development, programming, project development, approval, implementation, results review, performance monitoring, evaluation and activity desired. A good knowledge of the education sector in South Sudan is necessary. The potential to acquire familiarity with USG development assistance legislation, policies and procedures.

SKILLS AND ABILITIES (25):

- Ability to analyze programming issues and to develop a way to solve them. Excellent English language writing and speaking ability. Good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multi-cultural setting. Ability to organize work, plan schedules, and meet deadlines. Excellent computer skills especially are required, including Excel. Candidate must demonstrate superior writing abilities to be able to produce documents for use in a public forum.

COMPENSATION PACKAGE

Position Grade Level: FSN-10. Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous/current salary history. The salary range for this position is \$21,680 - \$32,516. In addition, currently there are various allowances amounting to approximately 35% of the salary. For this position the current allowance range is \$12,426.1 - \$13,693.9 as per the U.S. Government Local Compensation Plan for South Sudan. Allowance composition and amount may vary in the future. It is the policy of the U.S. Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, marital status, political affiliation, disability or sexual orientation.

HOW TO APPLY

Applicants are required to submit an application package, along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV. In addition, applicants should submit Form DS-174. This form is available on the US Embassy web site:

http://southsudan.usembassy.gov/job_vacancies.html

The data in the form does not need to be typed. It can be hand-written.

Options for submission of application materials:

1. To USAID by email at Jubahredu02@usaid.gov
Subject line: Project Management Specialist-Education VA-12-00017
OR
2. Deliver one copy to USAID/South Sudan, Juba. Application box is inside the first entry door at the U.S. Embassy.

Your application may not be considered without all of these aspects included. A strong and clear cover letter expressing reasons for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID operations are required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date resume/C.V
3. USAID Application Form DS-174 (to be filled out completely)
4. Internal candidates are not required to fill Form DS 174.

Note:

1. Only short-listed candidates will be notified
2. This vacancy is only open to nationals of South Sudan
3. Application submission without the required Form DS-174 and supporting documents will not be considered
4. No in-person appointments or telephone calls will be entertained
5. In-house candidates must apply through their supervisors

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE ENCOURAGED TO APPLY**